

## **ASSISTANT FIRE CHIEF**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is managing specific administrative tasks including, planning, organizing, and conducting departmental training, managing and maintaining department records. Assistant Fire Chiefs are also responsible for the preparation and maintenance of records of shift activities, for directing the care and maintenance of assigned equipment and vehicles, and for performing public relations duties. The employees of this class are responsible for the effective handling of emergency situations until relieved of command by a superior officer. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Deputy Fire Chief. This class ranks directly below that of Deputy Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operations of the suppression division of the fire department and other divisions as assigned. Plans and organizes departmental operations having to do with personnel, equipment and apparatus. Recommends goals, objectives, and policies for consideration by a superior officer. Conducts inspections of various divisions, evaluates the effectiveness of the divisions following inspection, and takes appropriate action to correct or improve problem areas. Investigates accidents and complaints involving department equipment or personnel in order to determine cause. Takes necessary action to correct personnel problems or to avoid future accidents.

Supervises fire department personnel by overseeing and evaluating the work performance of subordinates. Discusses work performance with subordinates and superiors. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Provides assistance in technical areas of work. Maintains discipline and recommends disciplinary action. Inspects the appearance of assigned equipment and personnel. Holds meetings for the purpose of receiving reports and disseminating information. Participates in developing a personnel recruitment and selection program. Assists with interviewing prospective employees and makes recommendations to the Fire Chief.

Develops a training program for the fire department and sees that such program is properly staffed and supplied with training resources. Conducts and supervises training classes, either in the classroom, at the drill field, or at the fire station in the following areas: fire fighting; fire attack; forcible entry; ventilation; fire streams; nozzle and hose handling; pump operations; hydraulics; extinguishers; salvage and overhaul; use of protective breathing apparatus; safety; pre-fire planning; rescue; emergency medical services; or any other related subjects assigned or required. Provides informal or "on-the-job" training for new employees.

Reads and studies assigned firefighting materials and manuals to maintain proficiency in firefighting operations and fire behavior, equipment and tools, and safety procedures for special emergencies. Recommends changes in department operations that will help the department obtain favorable ISO ratings. Obtains appropriate certifications under the N.F.P.A. Professional Standards, and other professional certifications, as required by departmental policies.

Responds to all alarms or emergency calls for which the department is answerable. Oversees activities and supervision of fire companies at the scene of a fire or other emergency, performing duties such as size-up; forcible entry; ventilation; nozzle and hose handling; pump operations; use of sprinkler and standpipe systems; use of water supplies; protection of exposures; salvage and overhaul operations; and rescue operations. Manages and personally acts as part of the fire attack team when necessary. Directs first aid, CPR and emergency medical service operations at the emergency scene. Participates in handling emergencies involving hazardous materials. Maintains communications and acts as coordinator between fire fighting personnel and other authorized personnel at the scene of an emergency.

Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene to protect evidence of suspected arson. Testifies in court when required. Collects information for pre-fire planning by visiting businesses, schools, and places of public assembly.

Supervises the preparation and maintenance of all department records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Compiles and organizes data needed for reports. Writes reports and personally completes any forms and records required.

Supervises the general care and maintenance of department vehicles, fire fighting apparatus, stations, grounds, and communications or other specialized equipment. Arranges for needed repairs and inspects equipment after repairs to see that repairs were properly accomplished. Maintains the inventory,

order, and disbursement of departmental supplies and equipment. Purchases equipment and supplies, keeping such purchases within the established budget.

Answers questions for the public about the operation of the department or any related areas of emergency services, including informing the public about fire department work through talks and demonstrations. Acts as a consultant for volunteer fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or firefighting efforts when required.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of District Fire Chief for at least two (2) years immediately preceding closing date for application to the board.